



HABEAS CORPUS RESOURCE CENTER

50 Fremont Street, Suite 1800, San Francisco, California 94105
(415) 348-3800 (415) 348-3873 Fax

EMPLOYMENT OPPORTUNITY

JOB TITLE: HCRC TEMPORARY LIBRARY ASSISTANT

JOB REQUISITION: 2643

LOCATION: San Francisco, California

OVERVIEW

The Habeas Corpus Resource Center (HCRC), in San Francisco, has an immediate opening for a full- or 3/4-time Temporary Library Assistant (Special Consultant). This temporary appointment will run for a period no longer than 1,000 hours. This is an excellent opportunity for a library school student or a recent library school graduate with interest in developing electronic resources.

RESPONSIBILITIES

Under supervision of the HCRC librarian, the library assistant will provide paraprofessional support on library and information-management projects. Tasks include:

- Providing assistance with projects involving retrieval and organization of specialized resources from the digital research archive, the Internet, and other sources;
- Preparing documents for scanning, importing files into information management systems, document coding, and data quality checking;
- Processing new books and materials for cataloging, includes entry of data into library catalog;
- Assisting with processing of orders for library books, articles, and other materials;
- Special projects, as assigned;
- Loose-leaf filing, pocket part updating, shelving and shifting of books, materials inventorying, and other library maintenance duties; and
- Other duties as assigned by the Librarian
- Working hours are Monday through Friday, from 8:30 a.m. to 5:30 p.m.

QUALIFICATIONS

Equivalent to possession of a Bachelor's degree

Knowledge of:

- The basic principles and techniques of library classification, cataloging, research, and reference work

Ability to:

- Proficiently use Microsoft Office programs, Windows operating systems, electronic mail, and Internet search engines;
- Organize, prioritize, and coordinate multiple work activities and meet deadlines;
- Work independently and cooperatively, as part of a project team;
- Communicate effectively, orally and in writing and to apply proper English grammar, spelling, and punctuation; and
- Transport and lift boxes weighing up to 40 pounds

In addition, desirable qualifications include:

- Degree/certificate in library science and information science or related field
- Attention to detail and accuracy
- A professional, service-oriented demeanor
- Substantial experience in data entry; knowledge of data entry procedures and data quality control practices and procedures

- Experience in advanced online search techniques and strategies needed to navigate and find data within large electronic repositories

HOW TO APPLY

This position requires submission of: (1) official application and (2) response to the supplemental questionnaire. Resumes without these materials will not be considered.

Please refer to HCRC Temporary Library Assistant, Job Requisition #2643 in all communications, including your application. Previous applicants must reapply for further consideration. This position will be filled based on the needs of the agency and is opened until filled.

The recruitment process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications.

To apply online, go to <http://www.courtinfo.ca.gov/careers/view.htm>

To obtain a printed application, please visit www.hcrc.ca.gov.

Habeas Corpus Resource Center
415-348-3800
415-865-4272 (Telecommunications Device for the Deaf)

Please mail or fax printed applications to the following address:

Habeas Corpus Resource Center
50 Fremont Street, Suite 1800
San Francisco, CA 94105

PAY AND BENEFITS

HOURLY RATE: \$15 - \$17.75 depending on experience.

Some highlights of our benefits package include:

- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month

No other benefits are associated with this position except those required by law.

AN EQUAL OPPORTUNITY EMPLOYER

A supplemental questionnaire follows this announcement.

**Supplemental Questionnaire for
Req. #2643
HCRC TEMPORARY LIBRARY ASSISTANT**

This supplemental form is intended to provide more detailed information about your work experience, background, and skills. Please attach it to your application. Your answers to the following questions will allow us to better assess your qualifications. You may use additional pages for your answers if necessary. Please answer each question thoroughly.

1. Describe your experience in projects involving substantial data entry and data quality control (e.g., identify the application used; describe your role in the project; explain the nature of the project or database used).

2. Describe your experience in navigating and searching large electronic repositories.

3. Describe your experience working in a library and the types of tasks you performed.

4. What did you like best about library work? What do you like least?